

Non-Fleet User Registration Handbook

**December 11, 2003
Document Version 1.1**



**Naval Air Systems Command
Information Technology/Information Management
Patuxent River, MD 20670**

Disclaimer Statement

Any example, illustration, figure, or sample form included in this handbook were created from a fictitious database used for software testing and development purposes. No data shown in this document is meant to represent any “real” organization, team, individual, company, equipment, part, or manufacturer. Any resemblance to actual organizations, teams, individuals, companies, equipment, parts, or manufacturers is purely coincidental. Numbers shown as costs, quantities, totals, equipment numbers, part numbers, or model numbers do not reflect any “real” equipment, part, or model.

Document Version Note

This document's content (Document Version 1.1 - December 2003) corresponds to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) software, Version 7.00.00.



Document Version: NAVAIR-IT/IM-NAMDRP-NONFLEET-DH-1.1-12/11/2003

Section One - Overview

This handbook describes the process non-fleet and non-military users need to follow to request an account for the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web site.

You must complete and submit a User Request Form to obtain a NAMDRP user account. The User Request Form represents a multi-step information collection process.

There is only one version of the User Request Form. Upon submittal, the User Request Form information is reviewed, and if accurate and authorized, the specified individual is issued a user account to which specific privileges are assigned to define which NAMDRP Web site functionality he or she can use.

If you experience problems with or have questions about these procedures, contact the NAMDRP Clearing House at 1-888-832-5972. See OPNAVINST 4790.2 Series for a complete description of DR processes.

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[User Request Form \(User Information\)](#)

[User Request Form \(Unit Information\)](#)

[User Request Form \(Additional Units\)](#)

[User Request Form \(Role Selection\)](#)

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[User Request Form \(Review\)](#)

Section Two - Access the User Request Form

1. Open your browser (Internet Explorer or Netscape Communicator), and type the following URL to open the NAMDRP Home Page (**Figure 1**):

<https://namdrp.navair.navy.mil>

2. Use one of the following two methods (as appropriate) to access the User Request Form:
 - a. If you are **not** an authorizing point of contact (POC) for the unit and you are submitting a User Request Form for yourself or for someone else, position your mouse on the "Site Access" menu option and click "User Registration" (**Figure 1**).

NAV AIR NAMDRP
NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM

TOOLKIT DOCUMENTATION SITE EVALUATION SITE ACCESS

User Registration Military Registration Handbook Non-Military Registration Handbook

Welcome to the Naval Air Systems Command (NAVAIR) Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) web site. This web site allows submission and complete processing of Engineering Investigations (EI's), Hazardous Material Reports (HMR's) and combination HMR/EI reports for Naval Aviation as detailed in OPNAVINST 4790.2H.

This site also integrates and allows user access to naval ordnance discrepancy reports including Conventional Ordnance Discrepancy Reports (CODR's), Explosive Mishap Reports (EMR's) and Product Quality Deficiency Reports (PQDR's-for ordnance only).

To assist in the proper and efficient submission and processing of these reports, a Clearinghouse has been established and staffed by personnel located throughout NAVAIR. Contact the Clearinghouse (1-888-832-5972) if you require assistance.

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Please provide your username and password for access.

Username:

Password:

[»Forgot Password?](#)

Login

The NAMDRP Web Site Requires:
**Netscape Navigator 6.2 or greater -or-
Microsoft Internet Explorer 5.0 or greater**

This site last updated on: 25 August 2003, 10:00 PM

Help Desk Assistance:
1-888-292-5919 (Operations Center) | [Call Tracker](#)

Process Assistance:
1-888-832-5972 (Clearing House Reps)

Site Email Address:
namdrp@navair.navy.mil

Figure 1

- b. If you **are** an authorizing point of contact (POC) for the unit, already have a NAMDRP user account, and are submitting a User Request Form for someone else (**Figure 2**):
- Type your user name and password.
 - Click "Login."

NAVAIR NAMDRP
NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM

TOOLKIT DOCUMENTATION SITE EVALUATION SITE ACCESS

User Registration Military Registration Handbook Non-Military Registration Handbook

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Please provide your username and password for access.

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Password:

[»Forgot Password?](#)

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Figure 2

- iii. When the Open DRs Page opens (**Figure 3**), position your cursor on the “Administration” menu option and click “User Request.”

NAV AIR NAMDRP MR Eng Fst4 » Logout

myHome **TOOLKIT** CLEARING HOUSE DOCUMENTATION **ADMINISTRATION** SITE EVALUATION

User Profile **User Request** Users Units

Open DRs

All DRs All Enrolled Units Any Completed Step go set default

RCN	EI Control Number	Nomen	Type	Last Completed Step	Date
FST Testing4 / FST Tesing4.1					
B00000-03-0008	TSTEI-TEST-0013-03R	Nomenclature	EI	EI Record Closed	06-OCT-2003
B00000-03-0002		Nomenclature	HMR	HMR Record Closed	07-OCT-2003
B00000-03-0004		nomenclature	CAT I PQDR	Acknowledge Receipt	15-SEP-2003
B00000-03-0006		Nomenclature Data Review	CAT I PQDR	Data Review Approved	16-OCT-2003
R09355-00-0227		FOAM FILLER BLOCKS	CAT I PQDR	Acknowledge Receipt	06-OCT-2003
FST Testing4 / FST Testing4.2					
B00001-03-0001		nomenclature	CAT II PQDR	Data Review Approved	16-OCT-2003
FST Testing4 / FST Testing4.4					
A12345-03-1234		Broken Part	EI	Go / No Go Recommend Approval	24-SEP-2003
FST Testing4 / Unassigned					
A12345-12-1234		TODD BROKE PART	EI	EI Submitted	11-SEP-2003
B00000-03-0003		Nomenclature	EI	EI Submitted	11-SEP-2003
FMITZI-03-1068		AV-8B PLUS	EI	EI Submitted	06-OCT-2003

Figure 3

Section Three - Complete the User Request Form

The User Request Form represents a multi-step information collection process. Once submitted, information on your User Request Form is reviewed, and if accurate and authorized, you are issued a user account to which specific privileges are assigned to define which NAMDRP Web site functionality you can use.

1. Use the following guidelines when completing the User Request Form:
 - a. Enter information in all mandatory fields (denoted by a red asterisk).
 - b. Do not leave mandatory fields blank. You will not be able to save or submit the User Request Form with incomplete mandatory fields.

User Request Form (User Information)

1. Use the following guidelines when entering information in the User Request Form (User Information) (**Figure 4**). The User Request Form (User Information) is comprised of three sections:
 - a. “Citizenship Information” section (**Figure 4**):

The screenshot shows the NAV AIR NAMDRP web interface. The top navigation bar includes links for myHome, TOOLKIT, CLEARING HOUSE, DOCUMENTATION, ADMINISTRATION, and SITE EVALUATION. The ADMINISTRATION tab is selected. Below the navigation bar, the page title is "User Request Form (User Information)". The main content area contains instructions for completing the form, a section for "Citizenship Information" with radio buttons for application types, and a section for "User Information" with text input fields for last and first names. The "Citizenship Information" section includes a note about contacting a sponsor or clearing house if the user does not meet the criteria, and a list of application types with radio buttons. The "User Information" section has input fields for last and first names.

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NAMDRP

MR Eng Fst4
» Logout

myHome TOOLKIT CLEARING HOUSE DOCUMENTATION ADMINISTRATION SITE EVALUATION

User Profile User Request Users Units

User Request Form (User Information)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information

Citizenship Information

If you do not meet one of the following Application Types, you must contact your sponsor or contact the Clearing House using the telephone number on the Login Page.

* Please select one of the following application types:

☐ U.S. Citizen - U.S. Military

☐ U.S. Citizen - DOD Employee

☒ U.S. Citizen - DOD Contractor (See Note 1)

* Not a U.S. Citizen - U.S. Military (See Note 2)

* NOT a U.S. Citizen - DOD Employee

* NOT a U.S. Citizen - Contractor

* NOT a U.S. Citizen - Foreign Military

* Stop application and submit an email with full name and contact information to the following email address:
NAMDRP@navair.navy.mil

Note 1 An active visit request must be forwarded to the Discrepancy Program Office by the Facility Security Officer of the Unit/Activity/Organization in which the contractor provides support services. A sample copy will be emailed upon receipt of request by Enrollment Team.

Note 2 A legible copy of the members OPNAV 5520/20 Certificate of Personnel Security Investigation Clearance and Access, must be faxed to the DRPO office at (301) 757-2740.

User Information

* Last name:

* First Name:

Figure 4

- i. Click a radio button in the “Please select one of the following application types” portion of the User Request Form (**Figure 4**).

Note: that if you are a “U.S. Citizen – DOD Contractor,” your Facility Security Officer for the unit, activity, or organization you support must forward an active Visit Request to the Discrepancy Reporting Program Office (DRPO). The NAMDRP Enrollment Team will email a sample copy of the Visit Request.

- ii. If none of the three U.S. citizenship category radio buttons apply to you, determine which of the four asterisks (*) statements (listed after the radio buttons - **Figure 4**) describe your application type. If any of the following four asterisk statements apply to you, stop completion of the User Request Form and submit an email providing your full name, contact information, and unit point of contact or supervisor information to namdrp@navair.navy.mil. (You can click the email link located on the User Request Form (User Information) Page (**Figure 4**) to begin the email process.)

- iii. **(Only required if you are Military.)** If none of the three US citizenship application radio buttons apply to you and you determine that the “* Not a U.S. Citizen – U. S. Military” item describes your application type, you need to stop completion of the User Request Form and email contact information to the DRPO at namdrp@navair.navy.mil, noting the unit and role required within the website. Also note unit point of contact or supervisor information (**Figure 4**).

b. “User Information” section (**Figure 5**):

The screenshot shows a web form titled "User Information" with a light blue header. The form contains several fields with red asterisks indicating required information. The fields are: "Last name:" with the value "Gore"; "First Name:" with the value "Alex"; "Middle Initial:" with the value "T"; "SSN: (Last 4 digits only.);" with the value "9999"; "Rank / Rate: (AD2, LCDR, SSGT, etc.) (Required for Military Personnel)" which is empty; "Title:" with the value "Programmer"; "E-mail Address: (Your business email address is preferred. Please assure this is correct. If incorrect, you will not be able to receive account activation information.)" with the value "alex.gore@navy.mil"; and "Alternate E-mail Address:" which is empty. Below the fields is a large block of text providing legal disclaimers and voluntary nature of disclosure. The form has a scroll bar on the right side.

User Information

* **Last name:**
Gore

* **First Name:**
Alex

Middle Initial:
T

Authority: The Department of Defense (DOD) is authorized to collect personal information under 5 U.S.C. 301 and Executive Order 10450 and 9397. PRINCIPLE PURPOSES: This information is being collected for the purpose of enabling DOD officials to make security determinations regarding your access to computer applications. VOLUNTARY NATURE OF DISCLOSURE: Authorization to allow collection of this information is voluntary. However, failure to allow collection of the required information may result in denial of access to computer applications. DISCLOSURE OF SOCIAL SECURITY NUMBER: Federal agencies are authorized by Executive Order 9397 to maintain systems of records to verify the identity of individuals. The furnishing of your social security number is voluntary on your part.

Authorization to allow collection of this information is voluntary. However, failure to allow collection of the required information may result in denial of access to computer applications.

* **SSN:** (Last 4 digits only.)
9999

* **Rank / Rate:** (AD2, LCDR, SSGT, etc.) (Required for Military Personnel)

* **Title:**
Programmer

* **E-mail Address:** (Your business email address is preferred. Please assure this is correct. If incorrect, you will not be able to receive account activation information.)
alex.gore@navy.mil

Alternate E-mail Address:

Figure 5

- i. Type your last name in the “Last Name” field (**Figure 5**).
- ii. Type your first name in the “First Name” field (**Figure 5**). Do not use an initial unless it is your legal signature name (for example, on your birth certificate, driver’s license, military ID, etc.).
- iii. Type your middle initial, if applicable, in the “Middle Initial” field (**Figure 5**).
- iv. Type the last four digits (no alphabetic characters) of your social security number in the “SSN” field (**Figure 5**). These four numbers are used to verify user identification in case of a security audit and in circumstances where you need to reset or verify your password.
- v. **(Only required if you are Military.)** Do not complete the “Rank / Rate” field (**Figure 5**).
- vi. Type your job title in the “Title” field (**Figure 5**) (for example: Team Lead, Engineer, LMS, DAPML, etc.). **Do Not use a forward slash (/) in any part of the title.** You may use a hyphen (-) or a space as a separator.

- vii. Enter your email address in the “E-mail Address” field (**Figure 5**). Your business email address is preferred. **Ensure the address you type is correct.** The email address is used to notify you of account activation and as the default email used with NAMDRP functions.
- viii. Type an alternate email address, if appropriate, in the “Alternate E-mail Address” field (**Figure 6**). An alternate email address may be necessary in circumstances where a Fleet user is deployed. This is not a required field. Leave the field blank if no alternate email address is necessary.

Alternate E-mail Address:

* Phone Number: (area code - number)
555-555-5555 x123

DSN: (Complete number including extension; If applicable.)
555-555-5555 x124

Fax Number: (area code - number)
555-5555

Prospective Rotation Date (PRD): (Military Personnel only)
[Dropdown] [Dropdown] [Dropdown] [Calendar Icon]

DR Type Access
Please select the types of discrepancy reports to which you require access. Please note that, at this time, all users enrolled in the NAMDRP Web Site will have access to EI and HMR Discrepancy Reports.

☒ EI, HMR, PQDR (Aircraft Community)
☒ CODR, PQDR, EMR (Ordnance Community)

Next Step

This is a U.S. Department of Defense system. Conditions, restrictions and disclaimers apply.

HANDICAP ACCESSIBILITY PRIVACY POLICY SITE ASSISTANCE

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Figure 6

- ix. Type your telephone number in the “Phone Number” field (**Figure 6**). Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth. If you have an extension, type it in the sixth position (for example: **999-999-9999 x999**). For International numbers, enter entire number beginning with country code.
- x. If applicable, type your DSN in the “DSN” field (**Figure 6**). Use the following format: DSN prefix first, hyphen second, and last four digits third. If you have an extension, type it in the fourth position (for example: **999-9999 x999**). Leave the field blank if no DSN capability exists.
- xi. If applicable, type your FAX number in the “Fax Number” field (**Figure 6**). Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth. If you have an extension, type it in the sixth position (for example: **999-999-9999 x999**). If you use a DSN fax number, type “DSN” first, a space second, the DSN prefix third, hyphen fourth, and last four digits fifth (for example **DSN 999-9999**). Leave field blank if no FAX number exists.

- xii. **(Only required if you are Military.)** Do not complete the “Prospective Rotation Date (PRD)” field (**Figure 6**).
 - c. “DR Type Access” section (**Figure 6**):
 - i. Use the Discrepancy Reporting (DR) Type Access check boxes to select the type(s) of discrepancy reports to which you will require access (**Figure 6**).
 - Currently, all NAMDRP users, regardless of user role and privileges, access the EI (Engineering Investigation) and HMR (Hazardous Material Report) discrepancy reports. Consequently, the “EI, HMR, PQDR (Aircraft Community)” check box will always contain a check mark.
 - Click the “CODR, PQDR, EMR (Ordnance Community)” check box if you require access to those reports.
2. After entering information in all three sections of the User Request Form (User Information) (as described in Number 1 of this section), click “Next Step” (**Figure 6**) to open the User Request Form (Unit Information) (**Figure 8**).
- a. The following prompt will appear if you neglect to enter required field information (**Figure 7**).

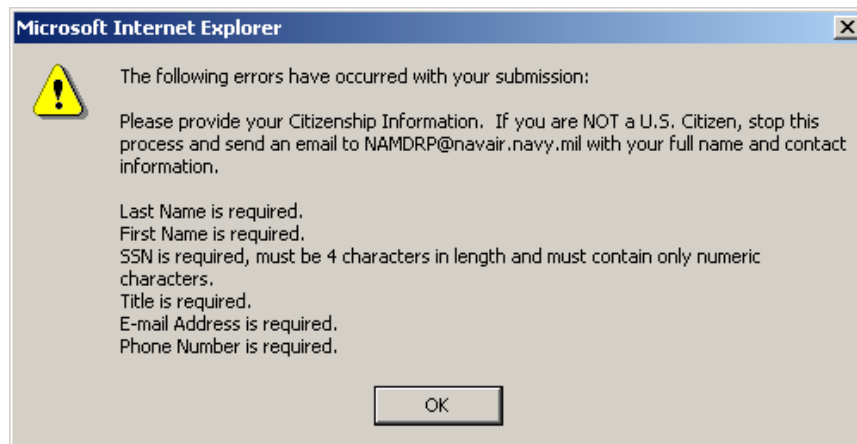


Figure 7

- i. Click “OK” (**Figure 7**) to close the prompt so you can correct field information.
- ii. After correcting field information, click “Next Step” (**Figure 6**) so you can begin entering field information in the User Request Form (Unit Information) (**Figure 8**).

User Request Form (Unit Information)

In the User Request Form (Unit Information) (**Figure 8**), you need to enter your plain language address and primary unit information. Because NAMDRP automatically generates a DMS message when it generates various reports, it is important to enter your information accurately to ensure the correct PLA is used.

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myHome TOOLKIT CLEARING HOUSE DOCUMENTATION **ADMINISTRATION** SITE EVALUATION

User Profile User Request Users Units

User Request Form (Unit Information)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information
* denotes mandatory information when a new Unit is being requested.

Plain Language Address (PLA) Information

* User Plain Language Address (PLA):
COMNAVAIRSYSCOM PATUXENT RIVER MD

* User Naval Message Office Code: (Such as N426, P-3 Class Desk, etc.)
7.2

Primary Unit Information

Please choose the **PRIMARY** unit in which you wish enroll. If your primary unit is not available, please provide all necessary information in the form below. You are only allowed to choose one (1) unit in this step. However, you will be able to choose additional units in subsequent steps.

* Primary Unit:
QFST Testing 4

- OR -

Figure 8

Complete the “User Plain Language Address (PLA),” “User Naval Message Office Code,” and “Primary Unit” fields (**Figure 8**) if your primary unit information is included in the Primary Unit list of values. After entering information, click “Next Step” (**Figure 8**) to open the User Request Form (Additional Units) (**Figure 13**).

1. Use the following guidelines when entering information in the “Plain Language Address (PLA) Information” and “Primary Unit Information” sections (**Figure 8**):
 - a. Click “Select PLA” from the “User Plain Language Address (PLA)” field (**Figure 8**) to open the Search and Select PLAs Page (**Figure 9**).

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NAMDRP

Close

Search and Select PLAs

Enter the PLA (without office codes) in the search field. It is not necessary to enter the entire PLA. You must enter at least 3 letters of the PLA, then select "Search". If the correct PLA is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Search: Search

PLA:

Go To Top

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Figure 9

- b. Search for a specific PLA (**Figure 9**):
 - i. Type at least the first three alphanumeric characters representing a specific PLA in the “Search” field (**Figure 9**). (NAMDRP uses a wildcard search function when you execute the query). You do not need to type the entire PLA, for example: VFA = STRKFITRON, VF=FITRON, MALS=MALS, etc.
 - ii. Click “Search” (**Figure 9**) to execute the query. The “PLA” field (**Figure 9**) clears. The results of your query will appear in the “Search returned” section of the Search and Select PLAs Page (**Figure 10**).

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Close

Search and Select PLAs

Enter the PLA (without office codes) in the search field. It is not necessary to enter the entire PLA. You must enter at least 3 letters of the PLA, then select "Search". If the correct PLA is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Search: Search

PLA:

☐ Refine current search results

Search returned 20 records
Search criteria: 'COMNAVAIR'

PLA	Options
COMNAVAIREASTLANT	Select
COMNAVAIRES NEW ORLEANS LA	Select
COMNAVAIRESFOR AIRLANTREP NORFOLK VA	Select
COMNAVAIRESFOR AIRPACREP SAN DIEGO CA	Select
COMNAVAIRFOR SAN DIEGO CA	Select
COMNAVAIRLANT NORFOLK VA	Select
COMNAVAIRPAC BOR SAN DIEGO CA	Select

Search Returned Section of Page.

Figure 10

- iii. Use the scroll bar to locate the specific PLA you want to use (**Figure 10**).
 - iv. Click "Select" located in the row of the PLA you want to select (**Figure 10**). The Search and Select PLAs Page closes and your selection appears in the "User Plain Language Address (PLA)" field (**Figure 8**).
- c. Click "Select Office Code" in the "User Naval Message Office Code" field (**Figure 8**) to open the Naval Message Office Code Page (**Figure 11**). The Naval Message Office Code Page shows all office codes of current NAMDRP Web site users for the PLA you specified on the Search and Select PLAs Page (**Figures 9 & 10**).

PMA265DP	Select
PMA265EK	Select
PMA265F18IPT	Select
PMA265MF	Select
PMA265RA	Select
PMA265RADAR	Select
PMA271	Select
PMA271N	Select
PMA273	Select
PMA290	Select
PMA290CE	Select
RESERVE DESK	Select
S3FST	Select
SAFETY	Select
TEST	Select
<input type="text"/>	Select

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Figure 11

- i. Use the scroll bar to locate the specific office code you want to use (**Figure 11**).
- ii. If the office code you need to select is not on the list, scroll to the bottom of the page and enter a new office code in the blank field.

Note: If there are no codes associated with the PLA you selected, the blank field will be the only field shown on the page. You must enter an office code in such circumstances.

Before entering a new office code in the blank field, check to ensure the code you need is not already included on the list. Limit the length of any office code you enter to 12 characters. Do not type spaces or use a forward slash (/).

- iii. To close the Naval Message Office Codes Page and to display your office code selection in the corresponding field (**Figure 8**):
 - Click “Select” located in the row of the office code you want to select (**Figure 11**). The Naval Message Office Code Page closes and your selection appears in the “User Naval Message Office Code” field (**Figure 8**).
 - Or, click “Select” in the row of the office code you enter in the blank field (**Figure 11**). The Naval Message Office Code Page closes and your selection appears in the “User Naval Message Office Code” field (**Figure 8**).

- d. Use the list of values in the “Primary Unit” field (**Figure 8**) to select which unit you are assigned to perform services. The list of values includes all units currently used by NAMDRP, arranged in a pseudo-alphabetic order (for example, all uppercase units appear first in the list, followed by units that have both upper and lowercase).
 - i. If you want to move to a particular beginning letter in the list of values, you can type the first letter of the unit name you want to locate. Then use the scroll bar to find the specific name.
 - e. After entering information in the first three fields of the User Request Form (Unit Information) (**Figure 8**), click “Next Step” to open the User Request Form (Additional Units) (**Figure 13**).
2. Use the following guidelines **if your primary unit information does not appear in the Primary Unit list of values (refer to Number 1, Letter “d” in this section)**.

Note: When requesting a new unit, a letter (on unit letterhead) is required designating one or more individuals as a unit point of contact (POC). The letter will be signed by CO/XO/MO or someone with By Direction authority.

When you request the addition of a new unit, the specified individual will receive a sample letter (via email) informing him or her that his or her User Request Form has been received for evaluation. Approval of the request is pending until the required letter (on unit letterhead) is received by the NAMDRP Enrollment Team. The POCs designated in the letter are responsible for approving new users for the specified unit. Clearing House Representatives will verify and build new FST or PMA units.

- a. Scroll to the top of the “Primary Unit” list of values and select “Unit Not In List.” (**Figure 8**).

Note: You can only add one (1) new unit in this step (additional units can be added in subsequent steps).

- b. Scroll to the “Request New Unit” field, which is the beginning of the new unit entry portion of the User Request Form (Unit Information) (**Figure 12**), and click the check box next to the statement “I am requesting that a new unit be added to the NAMDRP system.”

- OR -

If your primary unit **WAS NOT** in the list above, please check the box below and provide the following information.

*** Request New Unit:**
☐ I am requesting that a new unit be added to the NAMDRP system. Information for that unit is included below.

*** New Unit Name:**

*** Unit Identification Code (UIC):**

*** Service:** (If 'Other Service' is selected, please fill in name of Other Service in space below)

Other Service:

*** TYCOM:**

Marine Air Wing (USMC/USMCR):

*** (Org)anization Code:**

*** Unit Plain Language Address (PLA):**

*** Address (line 1):**

Address (line 2): (additional space for shipping/receiving address)

*** City:**

*** State:**

*** Zip Code:**

*** Country:**

*** Phone Number:** (area code ? number)

Type Wing (USN): (i.e. COMFITWINGLANT)

Carrier Air Wing: (If applicable, i.e. CVW-9)

Aircraft Supply Unit:

If your unit has an Aircraft Supply Unit and it **WAS NOT** in the list above, please provide the following information.

Aircraft Supply Unit Name:

Unit POC Phone Number: (area code - number)

Ordnance Supply Unit:

If your unit has an Ordnance Supply Unit and it **WAS NOT** in the list above, please provide the following information.

Ordnance Supply Unit Name:

Unit POC Phone Number: (area code - number)

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Figure 12

- c. Use the following guidelines when entering information requesting the addition of a new unit (**Figure 12**):
- i. In the "New Unit Name" field, type a name to identify the name of the unit you want added to the primary unit list of values.
 - ii. In the "Unit Identification Code (UIC)" field, type the five-character code assigned to describe the organizational entity within the Department of the Navy.
 - iii. Use the list of values in the "Service" field to identify the service. If you select the "Other Service" item from the list of values, type a name by which to identify the service.
 - iv. Use the list of values in the "TYCOM" field to select the type commander unit (for example, CNAL, CNAP, NAVAIR, CNATRA, CNAR, etc.).
 - v. In the "Marine Air Wing (USMC/USMCR)" field, type the Marine Corp squadron hierarchy, if applicable (pertains only to Marine Corp). Marine Air Wing (MAW) is the top echelon of Marine squadrons.
 - vi. In the "(Org)anization Code" field, type the NALDA code assigned to the specified organization. If none is assigned, type N/A.
 - vii. In the "Unit Plain Language Address (PLA)" field, click "Select PLA" to open the Search and Select PLAs Page (**Figure 9**). Follow directions in this section for Number 1a and Number 1b.
 - viii. In the "Address (line 1)" field, type street address for the requested unit.
 - ix. In the "Address (line 2)" field, type additional address information (if applicable) for the requested unit.
 - x. In the "City" field, type the name of the city for the requested unit.
 - xi. In the "State" field, type the name of the state for the requested unit.
 - xii. In the "Zip Code" field, type the U.S. postal zip code for the requested unit.
 - xiii. Use the list of values in the "Country" field to select the country for the requested unit.
 - xiv. In the "Phone number" field, type the telephone number of the requested unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.
 - xv. In the "Type Wing (USN)" field, type the wing to which the unit is assigned (for example, COMFITWINGLANT, COMAEWWINGPAC, COMVAQWINGPAC, etc.), if applicable.
 - xvi. In the "Carrier Air Wing" field, type the carrier air wing (CVW) to which a squadron is assigned. (This field only applies to deployed squadrons in a particular battle group. (When the deployed squadron returns home, it reports to its original wing.))
 - xvii. The "Aircraft Supply Unit" field contains three fields:
 - Use the list of values in the "Aircraft Supply Unit" field to select the unit's aircraft supply unit.
 - If the requested unit has an aircraft supply unit that is not included on the "Aircraft Supply Unit" field list of values, type the name of the aircraft supply unit in the "Aircraft Supply Unit Name" field.
 - In the Unit POC Phone Number field, type the telephone number of the point of contact for the requested aircraft supply unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.

- xviii. The “Ordnance Supply Unit” field contains three fields:
- Use the list of values in the “Ordnance Supply Unit” field to select the unit’s ordnance supply unit.
 - If the requested unit has an aircraft supply unit that is not included on the “Ordnance Supply Unit” field list of values, type the name of the ordnance supply unit in the “Ordnance Supply Unit Name” field.
 - In the “Unit POC Phone Number” field, type the telephone number of the point of contact for the requested ordnance unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.
- d. After entering information requesting addition of a new unit on the User Request (Unit Information) Form, click “Next Step” (**Figure 12**) to open the User Request Form (Additional Units) (**Figure 13**).

User Request Form (Additional Units)

In the User Request Form (Additional Units) (**Figure 13**), you will identify whether you need to add units to your User Request Form. The “Primary Unit” field (**Figure 13**) on the User Request Form (Additional Units) displays your primary unit information. (**Figure 13** shows that the requestor’s primary unit is “QFST Testing 4.”)

You may need to add units to your User Request Form (user profile) if you perform tasks for more than one unit or (in circumstances where you are a member of a Wing) if you need to review units under the cognizance. You do not need to add a unit (or be a member of a unit) if you only need to view its unit information.

Note: Processing of your User Request Form takes longer with the addition of each unit to which you request access. Also, it is important for you to understand that when you log on to the NAMDRP Web site, it loads unit information for each unit on your user profile. Consequently, the more units to which you have access, the longer it will take to access NAMDRP.

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User Profile User Request Users Units

User Request Form (Additional Units)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information

Additional Unit Information

You may now choose any additional units, up to 25, in which you wish to enroll. To select additional units, highlight the unit(s) in the 'Available Units' listing and click the 'Add Selected' button. You will see a listing of the unit(s) you have selected in the 'Additional Selected Unit(s)' area. To remove units from the 'Additional Selected Unit(s)' area, highlight the units you wish to remove and then click the 'Remove Selected' button. To highlight a unit, simply left mouse click on the unit name. To highlight more than 1 unit, hold down the 'Ctrl' key or 'Shift' key on your keyboard while clicking on the unit name(s).

Primary Unit: QFST Testing 4

Available Units:

- 1ST MAWV [Okinawa JA]
- 2ND MAWV
- 3RD MAWV
- 4TH MAWV
- A-4 FST
- ACE FST
- Action Point - Testing 1
- Action Point - Testing 2(NR)
- Aerial Targets FST (PT Mugu)

Figure 13

1. If you **do not need to identify additional units** to which you need access when using NAMDRP, click “Next Step” (**Figure 14**) to open the User Request Form (Role Selection) (**Figure 15**).

The screenshot shows a web-based interface for the NAMDRP system. At the top, it says "Primary Unit: QFST Testing 4". Below this is a section titled "Available Units:" which contains a list of units: Fleet Team, FLEET Testing4, FLEET Testing99, FMSO Mechanicsburg PA, FS Charles De Gaulle, FST Testing 5, FST Testing4, FTSCPAC San Diego CA, GPS FST, and GTC/PNEU FST. There are "Add Selected" and "Remove Selected" buttons below the list. Below these buttons is a section titled "Additional Selected Unit(s):" which contains a list with "FST Testing4". At the bottom of the form are "Previous Step" and "Next Step" buttons. A footer at the very bottom of the browser window reads: "This is a U.S. Department of Defense system. Conditions, restrictions and disclaimers apply." and "HANDICAP ACCESSIBILITY PRIVACY POLICY SITE ASSISTANCE".

Figure 14

2. Use the following guidelines **if you do need to identify additional units** to which you require access (**Figure 13**):
 - a. Use the scroll bar in the “Available Units” field (**Figure 14**) to locate a unit you want to add.
 - b. Click the unit name to highlight your selection and click “Add Selected.” The unit you select will appear in the “Additional Selected Unit(s)” field (**Figure 14**).
 - c. You can choose up to 25 units by repeating the unit selection process described in Letters “a” and “b”.
 - d. If you need to remove a unit from the “Additional Selected Unit(s)” field (**Figure 14**), highlight the unit name you want to remove and click “Remove Selected.”
 - e. When all the units to which you require access are listed in the “Additional Selected Unit(s)” field, click “Next Step” (**Figure 14**) to open the User Request Form (Role Selection) (**Figure 15**).

User Request Form (Role Selection)

In the User Request Form (Role Selection) (**Figure 15**), you will identify the role required for each unit and community you requested for your user profile.

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myHome TOOLKIT CLEARING HOUSE DOCUMENTATION ADMINISTRATION SITE EVALUATION

User Profile User Request Users Units

User Request Form (Role Selection)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information

Role Selection

Please select the role(s) you wish to have in the unit(s) which you have requested. You must select a role for each unit within each community in which you have elected to participate.

Note: If you choose a NAMDRP Report Submitter Role in the Ordnance Community for any unit, Message Release Authority must be granted to you, in writing, by the Commanding Officer of the organization. Refer to NTP 3(J) Telecommunications Users Manual for guidance and responsibilities of the message releaser. Fax a copy of the completed Naval Message Release Authority Letter to the NAMDRP Clearing House, NAWC-WD Pt Mugu, CA at 1-805-484-6229, or DSN 893-6229. To assist you, a sample Message Release Authority Letter is provided on the left toolbar under the References heading. If you choose a NAMDRP Report Submitter Role, access to the NAMDRP web site will not be granted until this letter is received.

Unit	Community: Role
OFST Testing 4	Aircraft*: Quality FST Report Submitter
	Ordnance*: Quality FST Report Submitter
FST Testing4	Aircraft*: FST Team Lead
	Ordnance*: FST Team Lead

Previous Step Next Step

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Figure 15

1. Review the following Role Definition Table to determine the role you need to select for each unit within a community that you requested. Use the list of values to make your selection.

Note: When identifying roles, you may request a different role for each community (Aircraft or Ordnance). You do not need to choose the same role for each community. For example: if you need to initiate Ordnance type (CODR, EMR, PQDR) reports but no Aircraft type (EI, HMR, PQDR) reports, you would choose the "Fleet NAMDRP Report Initiator" role for the Ordnance community and the "View Only User" role for the Aircraft community.

Role Definition Table

Role	Privileges/Requirements/Instructions
View Only User	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View completed unit information
Fleet NAMDRP Report Initiator	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create and modify discrepancy reports

Role Definition Table

Role	Privileges/Requirements/Instructions
Fleet NAMDRP Report Submitter	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create, modify, and submit discrepancy reports • Submit the Discrepancy Report to the Fleet Support Team, which also releases a Defense Message System (DMS) Message via the NAMDRP Web site to the Naval Message Center at Patuxent River, MD • Ensure Command is aware of process <p>Note: You must be granted Message Release Authority (in writing) by the Commanding Officer of the Organization to obtain the Fleet NAMDRP Report Submitter role for any unit in an Ordnance Community (refer to NTP 3(K) Telecommunications Users Manual for guidance and responsibilities of the message releaser)</p> <p>Fax a copy of the completed Naval Message Release Authority Letter to the NAMDRP Clearing House, NAWC-WD PT Mugu, CA at 1-805-484-6229 or DSN 893-6229</p> <p>You can see a sample Message Release Authority Letter by clicking "Message Release Authority Letter" on the References Menu that opens from the NAMDRP Menu Bar. (You will not be granted access to the NAMDRP Web site until the NAMDRP Enrollment Team receives the letter)</p>
Fleet Supply Unit/Initiator (Supply Units Only)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Use the Commercial Premium Shipping (FedEx) to ship EI exhibits
Fleet Supply Unit/Submitter (Supply Units Only)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Use the Commercial Premium Shipping (FedEx) to ship EI exhibits • Respond to Exhibit Tracer Requests
Quality Report Approver (Screening and Action Points)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Acknowledge all PQDRs • Import messages • Review all reports submitted by the Report Submitter • May approve Category II PQDRs • May approve Category I PQDRs if user has message release authority

Role Definition Table

Role	Privileges/Requirements/Instructions
Quality Report Submitter (Support Point)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Conduct exhibit examination • Submit all reports to appropriate Approver • Does not have message release authority
PQDR Initiator (Originators not belonging to a Fleet Activity)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create and modify discrepancy reports
PQDR Submitter (Originators not belonging to a Fleet Activity)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create, modify, and submit discrepancy reports • Submit the Discrepancy Report to the Fleet Support Team, which also releases a Defense Message System (DMS) Message via the NAMDRP Web site to the Naval Message Center at Patuxent River, MD • Ensure Command is aware of process
FST (Fleet Support Team)Team Lead	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Submit the "Go/No Go" recommendation to the PMA/PEO • Approve reports • If you select this Ordnance role, click "Next Step" to open the User Request Form (Commodity Selection)
FST (Fleet Support Team) Engineer POC	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Conduct exhibit examination for approved Discrepancy Reports • If you select this Ordnance role, click "Next Step" to open the User Request Form (Commodity Selection)
PMA (Program Management Activity) Designee	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Submit the "Go/No Go" decisions to PEO
PEO (Program Executive Office) Designee	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Confirm and direct "Go/No Go" decisions

Role Definition Table

Role	Privileges/Requirements/Instructions
Unit Administrator	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Import messages • Maintain unit equipment list • Monitor delinquency list
Clearing House Rep (Designated Personnel)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Provide overall policy/procedure guidance and customer service support
Customer Service Rep	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Induct exhibits into production • Track asset custody using the Material Disposition Feature
Contract Officer/Specialist (NAVAIR Contracts Office)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information

2. When you have completed identifying user role(s), click “Next Step” (**Figure 15**) to open the User Request Form (Commodity Selection) or User Request Form (Review) (**Figures 16, 17, and 18**). (If you select a “FST Engineer POC” or “FST Team Lead” role for a unit in the Ordnance community, clicking “Next Step” opens the User Request Form (Commodity Selection) (**Figure 16**) so you can identify commodity information.)

User Request Form (Commodity Selection)

If you select a “FST Engineer POC” or “FST Team Lead” role for a unit in the Ordnance community, clicking “Next Step” (from the User Request Form (Role Selection) (**Figure 15**) opens the User Request Form (Commodity Selection) (**Figure 16**) so you can identify the commodities over which you have cognizance.

The screenshot shows a web browser window with the NAV AIR NAMDRP logo at the top left. The top navigation bar includes links: myHome, TOOLKIT, CLEARING HOUSE, DOCUMENTATION, ADMINISTRATION, and SITE EVALUATION. On the top right, it says "MR Eng Fst4" and "» Logout". The main heading is "User Request Form (Commodity Selection)". Below this, a paragraph explains the multi-step process for creating a user account. A red asterisk indicates mandatory information. The "Commodity Selection" section contains a list of commodities with a scroll bar. The list includes: AH-1 Turret, ALE-39, ALE-47, ALE-50, AMMO (Aircraft) 20MM, 25MM, AMMO (Surface) 20MM - 60MM, Grenades, AMMO Small Arms Up To .50 CAL, AMRAAM, AGM-37, and AWCRC. At the bottom of the form are "Previous Step" and "Next Step" buttons.

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User Request Form (Commodity Selection)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information

Commodity Selection

A role you selected for the ordnance community requires that you select commodities over which you have cognizance. Please do so from the list below. To select multiple commodities, hold down the 'Ctrl' or 'Shift' key when clicking the desired commodities.

Commodities: *

- AH-1 Turret
- ALE-39
- ALE-47
- ALE-50
- AMMO (Aircraft) 20MM, 25MM
- AMMO (Surface) 20MM - 60MM, Grenades
- AMMO Small Arms Up To .50 CAL
- AMRAAM
- AGM-37
- AWCRC

Previous Step Next Step

Figure 16

1. Use the following guidelines to identify which commodities you require for your role in the selected unit:
 - a. Use the scroll bar in the “Commodities” list of values field to locate the name(s) of one or more commodities you want to select.
 - b. Highlight a value from the list of values to select it:
 - i. To choose multiple values, hold **Ctrl** and click each value you want to select.
 - ii. To choose a range of values, hold **Shift** and click the first and then the last value from the list that you want to select.
2. After highlighting the commodity or commodities you want to select, click “Next Step” to open the User Request Form (Review) (**Figure 17**).

User Request Form (Review)

In the User Request Form (Review) (**Figure 16 and 17**), you will review the information you entered in previous pages and submit the form.

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User Request Form (Review)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

User Request Information Review

Please review all of the following information that you have provided for your user request. When you have ensured all information is accurate, click the 'Submit Request' button. If you need to make changes, click the 'Previous Step' button to return to the step in which you wish to make a change.

Citizenship Information

Application Type: U.S. Citizen - DOD Contractor

User Information

Last Name:	Gore
First Name:	Alex
Middle Initial:	T
SSN:	9999
Rank/Rate:	
Title:	Programmer
Email Address:	alex.gore@navy.mil
Alternate Email Address:	
Phone Number:	555-555-5555 x123
DSN:	555-555-5555 x124
Fax Number:	555-5555
Prospective Rotation Date (PRD):	--

DR Type Access

DR Types: EI, HMR (Aircraft Community)
CODR, PQDR, EMR (Ordnance Community)

Figure 17

Plain Language Address (PLA) Information		
User Plain Language Address (PLA): COMNAVAIRSYS COM PATUXENT RIVER MD		
User Naval Message Office Code: 7.2		
Primary Unit Information		
Primary Unit: QFST Testing 4		
Additional Unit Information		
Additional Unit(s): FST Testing4		
Role Selection		
Unit	Community	Role
QFST Testing 4	Aircraft	Quality FST Report Submitter
	Ordnance	Quality FST Report Submitter
FST Testing4	Aircraft	FST Team Lead
	Ordnance	FST Team Lead
Message Release Authority		
<input type="checkbox"/> Yes Because you have chosen a Aircraft Role that requires Message Release Authority, you must affirm, by selecting 'Yes' from the drop-down to the left, that you have Message Release Authority. This affirmation will be stored with your User Request, and with your User Profile once your account is created and activated.		
<p>Because you have chosen an Ordnance Role which requires Message Release Authority, it must be granted to you, in writing, by the Commanding Officer of the organization. Refer to NTP 3(J) Telecommunications Users Manual for guidance and responsibilities of the message releaser. Fax a copy of the completed Naval Message Release Authority Letter to the NAMDRP Clearing House, NAWC-WD Pt Mugu, CA at 1-805-484-6229, or DSN 893-6229. To assist you, a sample Message Release Authority Letter is provided on the top toolbar under the Documentation menu item, within the OPNAV Instructions/Letters area.</p> <p>Access to the NAMDRP web site will not be granted until this letter is received.</p>		
Commodity Selection		
Commodities: ALE-39 ALE-47		
<input type="button" value="Previous Step"/> <input type="button" value="Submit Request"/>		

Figure 18

1. Review the information shown on the User Request Form (Review) (**Figures 17 and 18**) to ensure all the information is correct.
 - a. When doing your review, if you determine information is incorrect, click "Previous Step" (as many times as required) to return to a corresponding form step or steps so you can make changes.
2. When selecting an Aircraft Role with Message Release Authority (MRA), you must select "Yes" from the list of values available within the "Message Release Authority" section of the User Request Form (Review) (**Figure 17**). This will be stored with the User Request and User Profile once your account is activated.
 - a. If you do not need to select an MRA, you will need to click "Previous Step" to return to the User Request Form (Role Selection) (**Figure 15**) to select a role without MRA. Then continue to the User Request Form (Commodity Selection) or the User Request Form (Review).
3. When you are satisfied that the information on the User Request Form (Review) (**Figures 17 and 18**) is correct, click "Submit Request."

- a. The User Request Submitted Page (**Figure 19**) appears to confirm form submission and to inform you that you will receive an account status email when the User Request Form information is processed, verified, and authorized. NAMDRP will also generate an email to the NAMDRP Enrollment Team to inform them of the account request.

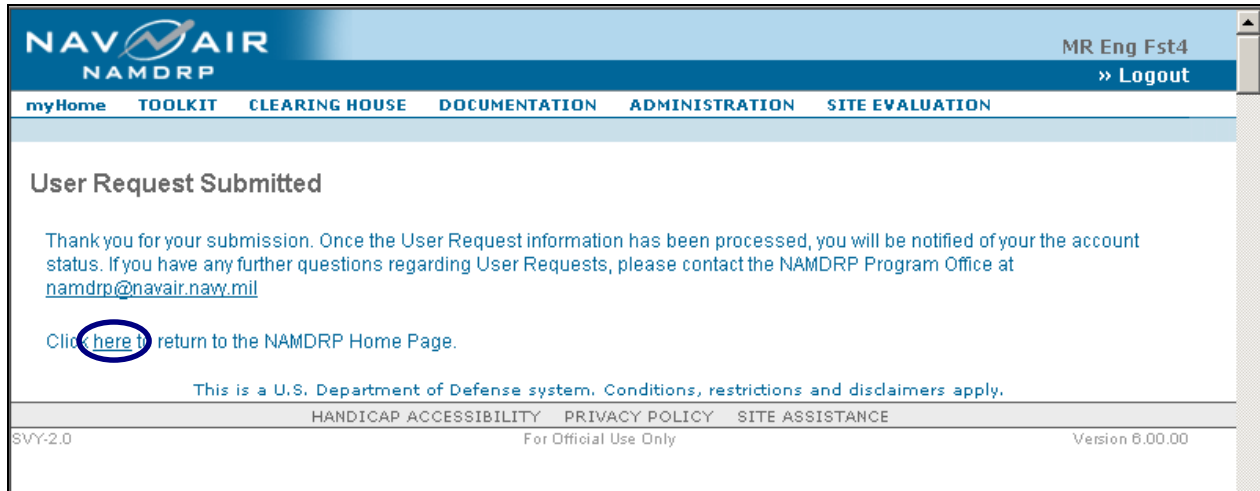


Figure 19

- b. You may contact the NAMDRP Program Office at namdrp@navair.navy.mil if you have questions regarding the submitted User Request Form.
- c. To close the User Request Submitted Page (**Figure 19**) and return to the NAMDRP Home Page (**Figure 1**), click the "here" link circled in **Figure 19**.